

Village of Willow Springs

One Village Circle, Willow Springs, Illinois 60480-1665

(708) 467-3700 • FAX (708) 467-3712

BUILDING AND ZONING DEPARTMENT - APPLICATION FOR SIGN PERMIT

DATE OF APPLICATION _____ PERMIT NO. _____

APPLICATION IS HEREBY MADE TO: ☐ ERECT ☐ ALTER ☐ RELOCATE
A ☐ PERMANENT
A ☐ TEMPORARY

SIGN AT: ADDRESS _____ P.I.N. _____ ZONED _____

DESCRIPTION OF SIGN (S)

GROUND SIGN (S)

☐ Single Face ☐ Indirect Illuminated
☐ Double Face ☐ Non-Illuminated

Dimensions _____ x _____
Total Area _____ Square Feet
Overall Height Above Grade _____ Feet
Clearance above Grade _____ Feet, _____ Inches
Setback from right-of-way _____ Feet

WALL SIGN(S)

Front Wall - N S E W
Side Wall - N S E W ☐ Indirect Illuminated
Rear Wall - N S E W ☐ Non-Illuminated

Dimensions _____ x _____
Total Area _____ Square Feet
Projection from Wall _____ Inches
Percent of Facade _____ %

BANNER (S)

Time Period _____

ATTACH THE FOLLOWING FOR GROUND & WALL SIGN (S)

1. Site Plan - Drawn to scale showing:

- Front footage of the main building on premise.
- Position of sign in relation to nearby buildings, adjacent lot lines and thoroughfares.
- Locations, sizes and types of other signs on premise.

2. Sketch - Drawn to scale showing the design of the sign, materials used, method of construction, and means of attachment to the building or ground.

Sign Contractor: _____ Applicant _____
Address _____ Signature of agent _____
Phone No. _____ Address _____
Estimated Value of Structure \$ _____ Phone No. _____

STATEMENT OF APPLICANT: In consideration of the issuance of the permit herein applied for, I agree that the erection, alteration, or relocation of said sign and in the use of said sign, I will conform to the regulations set forth in the Village of Willow Springs, Zoning Ordinance and Village of Willow Springs Building Ordinance, and I also agree that all work performed under said permit will be in accordance with the description which accompanies this application.

Renewal Sign (s) Permit Fee Amount: \$ _____

New Sign (s) Permit Fee Amount: \$ _____

RECEIPT HEREBY ACKNOWLEDGED AND PERMIT HEREBY AUTHORIZED

By: _____ Date: _____
Building Official

ALL TRADES MUST NOTIFY BUILDING DIVISION FOR INSPECTION 48 HOURS IN ADVANCE WITH THE YELLOW SPECIAL INSPECTION CARD FROM THE VILLAGE HALL.

UPON COMPLETION OF SIGN CONSTRUCTION, PLEASE CALL THE BUILDING DIVISION
(708) 467-3700 FOR INSPECTION